

THE FAMILY HAVEN
REGISTER OF MAJOR RISKS - DECEMBER 2008

Risk identified	Likelihood	Severity of impact	Control procedure	Retained risk	Further action required	Responsibility	Deadline
STRATEGY AND GOVERNANCE							
TFH's strategy does not reflect its mission	M	H	Strategy workshop every three years Annual review of manifesto	M	Production of strategic framework	Trustees	Jul-09
TFH's strategy not reflected in plans	L	H	Annual plan produced by manager, reviewed by Trustees	L			
Annual plan not achieved	L	H	Production of report of outcomes compared with plan Quarterly client forums	L			
MANAGEMENT AND STAFF							
Inappropriate or poor leadership	L	H	Monthly report from manager Annual appraisal of manager Trustee attends management forum	L	Consider succession plan	Trustees	Apr-09
Inadequate system for determining reward package	M	H	Annual review - no underlying rationale	M	Implement salary review	Trustees	Apr-09
Staff's roles do not reflect TFH's objectives.	L	H	Job descriptions produced by manager.	L			
Inadequate staffing	M	H	Covered in Manager's report	M	Sick cover plan needed	Trustees	Apr-09
Staff's performance poor	L	H	Job descriptions produced by manager.	L			
OPERATIONS							
Failure to provide adequate services	L	H	Quarterly client forum Annual client questionnaire				
Injury to client or staff while on premises	M	H	Annual risk assessment for insurance purposes Inspections of building trustee	L			

FINANCIAL

Inadequate income	H	H	Fundraiser employed & fundraising trustee Monthly fundraising report Comparisons with budget	H	Recruit new fundraiser Institute firmer monitoring process Recruit new trustee	Trustees Trustees Trustees	Jan-09 Apr-09 Dec-09
Dimished reputaion especially amongst funders	M	H	Use press to promote TFH, esp in a fundraising context Annual Review, literature	M	Part of responsibility of new fundraiser	Trustees	Jan-09
Misuse of funds	M	H	Treasurer regular reports to trustees Procedures for authorisation of expenditure Monthly preparation of accounts by Treasurer including reconciliation of bank statements to accounting records. Monthly review of accounts by Trustees inc comparison with budget.	L			
Inadequate resources to sustain operations	M	H	Sustainability and reserves policy	M	Review progress against sustainability policy	Trustees	Jan-09

Notes

H = high, M = medium, L = Low. As per Charity Commision recommendations, only high risks recorded.

Definitions as per Charity Commission

"Risk" is used in this guidance to describe the uncertainty surrounding events and their outcomes that may have a significant effect, either enhancing or inhibiting:

- * operational performance;
- * achievement of aims and objectives; or
- * meeting expectations of stakeholders.

"Major risks" are those risks which have a high likelihood of occurring and would, if they occurred, have a severe impact on operational performance, achievement of aims and objectives or could damage the reputation of the charity.